



RECORDS RETENTION AND DISPOSITION SCHEDULE

Natural Resources, Department of. Entomology Division.

Agency: Entomology Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	85-595	NURSERY AND AGENT/DEALER LICENSE CARDEX This contains information on nurseries and dealers/agents licensed to sell plants in Indiana.	DESTROY after two (2) years if not renewed.
2	85-597	APPLICATION FOR DEALER LICENSE Renewed annually; arranged in license number order.	DESTROY after one year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
3	85-600	NURSERY INSPECTION FILE PACKETS The file is arranged by county of the nurseries to be inspected.	DESTROY one (1) year after the nursery does not request an inspection and/or goes out of business.
4	85-602	NURSERY INSPECTION REPORT FILE The file is arranged by the county of nurseries to be inspected. It includes a four-(4) part form. The second and fourth parts of the form are returned to this file after the inspection is completed. The first part, a copy of the inspection report, and the third part; the billing for the inspection, are kept by the nursery.	DESTROY after five (5) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
5	85-606	APIARY CARD FILE Maintained electronically, this includes general information about beekeepers in Indiana, and the listing and tracking of apiaries requiring inspection. This does not include the reports of actual inspections, which are maintained under R.S. 85-608.	DELETE information on individual apiaries three (3) years after the apiary is inactive.
6	85-608	APIARY INSPECTION REPORT FILE File arranged by county; includes a four-part form, the first part of which is returned to this file after inspection is completed; the other three parts are kept by the county agent, the owner, and the inspector.	DESTROY after next inspection is completed.